

**PARKS AND LEISURE SERVICES COMMISSION MINUTES  
MEETING OF SEPTEMBER 1, 2022**

Chair Pommier called the meeting to order at 5:30 PM.  
Chair Pommier led the Pledge of Allegiance.

**Roll Call**

**Present:** Chair Pommier Vice Chair Duncan  
Commissioner Daly Commissioner Peña  
Commissioner Fiormonti

**Absent:** Commissioner Gurrola Commissioner Graybehl  
Commissioner Uresti

**Oral Communications** – Cathy Capone updated the Commission on work being done at the Tule River Parkway. 18 gardens have been adopted. There are four restoration areas. Twenty-three trees were planted on April 30. Native milkweed will be distributed at upcoming events. Census on Valley Oaks from 1988 will be revisited and tracked through a new database. A new restoration grant on Phase III of the Tule River Parkway will commence in the near future.

**Approval of Minutes – Action:** Motion was made by Commissioner Fiormonti, Seconded by Commissioner Daly to approve the Minutes of the meeting of June 2, 2022, as presented. Motion passed unanimously.

**Correspondence** – None

**Reports**

1. Director Moore briefed the Commission on Council Actions from June 6- August 16, 2022 pertinent to Parks and Leisure Services.

**Authorization to Distribute a Request for Qualifications for Design Services- Fourth Street Park and Community Center-** City Council authorized staff to distribute a Request for Qualifications for design services for the Fourth Street Park and Community Center.

**Preliminary Annual Engineer’s Report of Assessments for Landscape and Lighting Maintenance Districts and Setting a Public Hearing, and Conduct Public Hearing-** Annual Landscape and Lighting Maintenance District process. Some districts get assessed and some do not based on staff work to determine as such.

**Golf Course and OHV Park Quarterly Reports-** Staff provided Council with fourth quarter reports for the Golf Course and OHV Park previously reviewed by the Commission.

**Authorization to Advertise for Bids- Tule River Parkway Phase III-** City Council approved staff’s recommended plans and project manual, and authorized staff to advertise for bids on the Tule River Parkway Phase III, Main to Plano.

**Authorization to Purchase Weed Abatement Equipment-** City Council authorized the purchase of equipment for the expansion of the weed abatement program.

**Authorization to Negotiate a Contract Renewal with 2X Promotions for Off-Highway Vehicle Park Management Services-** Consistent with the Commission's recommendation, City Council authorized staff to negotiate a contract renewal with 2X Promotions to continue OHV Park management services.

### **Scheduled Matters**

#### **1. K/T AAA Agreement Renewal**

Director Moore initiated the discussion with a review of the renewal process. Kings/Tulare Area Agency on Aging (K/TAAA) is requesting renewal of the agreement with the City of Porterville to facilitate the continuance of a Senior Nutrition Program within the city. The program will continue to operate at the Santa Fe Depot five days per week. The agreement provides for the City contributing \$14,000 annually (\$3,500 each calendar quarter) towards the continued operation of the nutrition program by K/TAAA.

K/TAAA is requesting the term of the agreement be for a period of twelve calendar quarters commencing October 1, 2022, and ending September 30, 2025. Staff feels that the services provided by K/TAAA, through their contractor CSET, have been performed well and that those participating in the program have been very pleased with the services.

**Action:** Vice Chair Duncan made a motion and Commissioner Fiormonti seconded to recommend to City Council that the City renew its agreement with K/T AAA for an additional three years. Motion passed unanimously.

#### **2. Parks Master Plan**

Director Moore introduced the item stating the City was due for a new Parks Master Plan which is a long-term planning document that provides a conceptual layout to guide future growth and development. The MP is needed for various reasons including assessing current and future recreational needs, building community support, establishing a foundation, educating the public, and it's a mechanism to establish development impact fees.

Moore went on to cover what is included in a MP: public engagement, demographics, recreation trends, park system overview, park facility inventory, analysis of programs and services, needs assessment, maintenance and operations evaluation, mapping update and an implementation plan.

Goals of the MP were then covered. Key components of the goals are: funding, maintaining, improving, expanding, securing, connecting, partnering, advocating and celebrating.

Finally, Moore covered next steps. The Commission would make a recommendation to City Council. Council then votes on authorizing a Request for Qualifications. The RFQs are then scored by City staff. The highest rated submittals are invited to an interview and the firm with the top interview score would be recommended by staff

to Council to enter into a contract with them. The firm would then begin the MP process which typically takes around sixteen months.

**Action:** Vice Chair Duncan made a motion and Commissioner Daly seconded to recommend the City implement the process for a Parks Mater Plan. Motion passed unanimously.

**3. Parks Maintenance Report**

Parks Superintendent, Darren Maddox, provided an update to the Commission on recent projects which included: Royal Oaks subdivision Phase I vandalism, JC Penny site cleanup and expansion of weed abatement program, Home Depot sycamore tree cleanup, Olive St. median work continues, installation of Tule River Parkway sign and future signage coming, fencing from Henry Street Park property being transferred to the Tule River Parkway, and Royal Oaks Phase II pocket park and trail on the horizon.

**Action:** Informational item

**4. Leisure Activities Report**

Leisure Services Specialist Graybehl reported on the Leisure activities. The items of discussion were: enrichment programs including Summer Day Camp, RAP and YES, City Pool season coming to a close, Inaugural Special Needs Swim Session was a success, Summer Night Lights hosted four evenings, Freedom Fest was larger than ever, Youth Sports currently has fall soccer with youth basketball registration beginning September 12, the Adult Volleyball League season is underway, Corporate Games begins soon, and Pioneer Days returns October 8.

**Action:** Informational item

**5. Schedule Items For Future Meetings**

Director Moore mentioned an update on Capital Projects will be provided at the next meeting.

**Action:** Scheduling

**6. Other Matters of Information**

Director Moore informed the Commission that staff was successful in receiving the annual OHV Grant award, unsuccessful in the Rural Recreation and Tourism grant submittal for the multi-sport fields, and will be submitting a different grant program application for that same project in December.

**Action:** Informational item

**Adjournment**

Chair Pommier adjourned the meeting at 6:34 PM.

Respectfully Submitted,

Donnie Moore, Director